



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
VIRGINIA BEACH, VIRGINIA 23460-5120

IN REPLY REFER TO:

NASOCEANAINST 5420.16D
00C

17 JUL 1998

NAS OCEANA INSTRUCTION 5420.16D

Subj: NON-APPROPRIATED FUND INVENTORY BOARD ORGANIZATION

Ref: (a) BUPERSINST 7510.1
(b) NASOCEANANOTE 1301

1. Purpose. To establish the organization and responsibilities for conducting inventories of non-appropriated fund activities on board Naval Air Station Oceana.

2. Cancellation. NASOCEANAINST 5420.16C.

3. Background. Reference (a) requires the Commanding Officer to appoint personnel to perform fiscal oversight reviews, including inventories, of non-appropriated fund activities to ensure that such funds are properly administered and operating procedures are conducted in the best interest of the command and activities concerned.

4. Scope. This instruction applies to inventories of all non-appropriated activities at Naval Air Station Oceana.

5. Duties and Responsibilities

a. The Director of Command Evaluation is the senior member of the inventory board and shall ensure that periodic inventories are conducted and reports submitted to the Commanding Officer. (R)

b. Members shall be appointed by the Commanding Officer in reference (b). They shall be familiar with the duties of inventory boards as set forth in reference (a). They shall conduct inventories of such portions of non-appropriated fund activities as assigned by the Director of Command Evaluation. (R)


S. E. BENSON

Distribution:
NASOCEANAINST 5216.1R
List I (Case A) and III